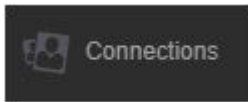


# Mediprocity Basics

1. Once a registered user logs in, some common things to do include:
2. Updating preferences and details in their user profile. Clicking on their name in the top navigation bar opens the profiles option.



3. Making connections with other Mediprocity users so you can send and receive messages with them.



4. Reading active messages, and viewing saved drafts or archived messages. Keep in mind no messages are ever deleted (for HIPAA compliance reasons), but users can archive messages that they no longer need.



5. If a user receives an image or a file, they can save it to their saved files folder or upload a file from their desktop and save it to Mediprocity. To view and access images, audio files, or documents that are saved in Mediprocity, simply click on the file folder in the top navigation bar.

